



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE

Chattahoochee River National Recreation Area
1978 Island Ford Parkway
Atlanta, GA 30350-3400

SPECIAL USE PERMIT INSTRUCTIONS

Enclosed is your application for a Special Use Permit (SUP).

36 CFR § 2.50 Special Events states:

"Sports events, pageants, regattas, public spectator attractions, entertainments, ceremonies, and similar events are allowed: Provided, however, there is a meaningful association between the park area and the events, and the observance contributes to visitor understanding of the significance of the park area, and a permit therefore has been issued by the superintendent."

36 CFR § 2.51 Public Assemblies, Meetings states:

"Public assemblies, meetings, gatherings, demonstrations, parades and other public expressions of views are allowed within park areas, provided a permit therefor has been issued by the superintendent."

36 CFR § 2.52 Sale or Distribution of Printed Matter states:

"The sale or distribution of printed matter is allowed within park areas, provided that a permit to do so has been issued by the superintendent, and provided further that the printed matter is not solely commercial advertising."

36 CFR § 2.62 Memorialization states:

"The scattering of human ashes from cremation is prohibited, except pursuant to the terms and conditions of a permit, or in designated areas according to conditions which may be established by the superintendent."

36 CFR § 5.5 Commercial Photography states:

"Before any motion picture may be filmed or any television production or sound track may be made, which involves the use of professional casts, settings, or crews, by any person other than bona fide newsreel or news television personnel, written permission must first be obtained from the Superintendent...."

"The taking of photographs of any vehicle, or other articles of commerce or models for the purpose of commercial advertising without a written permit from the Superintendent is prohibited."

The Superintendent of Chattahoochee River NRA establishes the following guidelines as they relate to special use activities within the park.

Under the SUP regulations, a written Application for an SUP will be accepted no earlier than one hundred twenty (120) days and no later than three (3) days prior to the desired event. No one organization or group may reserve/use an area more than three (3) consecutive weekends or seven (7) consecutive days in any thirty (30) day period.

Commercial Activities:

Federal Law prohibits commercial activities within areas administered by the National Park Service (NPS) unless the business is operating under a Federal contract or permit. Your group may bring food and beverages purchased outside the park which are prepared and consumed by people from your group. Commercial businesses you wish to utilize must have a current Incidental Business Permit with the park.

Advertisements:

The advertisement of commercial products is not allowed on NPS lands or waters. Commercial vehicles marked in a permanent manner, including magnetic markings, with company names or logos are not considered advertising.

Advertisements relating to the permitted event, including event applications and internet web pages, must be submitted to the SUP

Coordinator and approved prior to distribution or posting. No event related materials may be posted or distributed on NPS lands or waters except as specified in the SUP.

Closures:

Permit activities may be restricted based on weather, emergency or seasonal conditions (fire danger, standing water after rain, nesting season, etc.). Additional closures use limits and/or restricted activities are listed in the Superintendent's Compendium.

Termination of Permit:

All SUPs issued by the National Park Service are "revocable" on twenty-four (24) hours notice, or WITHOUT NOTICE if the terms of the permit are violated or as determined by the Superintendent for public safety.

Deliberate infractions of the terms of the permit or the deliberate making of false or misleading statements concerning intended actions in order to obtain a permit are causes for immediate termination of the permit and cause for possible prosecution.

Permits will be revoked if damage to resources or facilities is threatened, or if there is a clear danger to public health or safety. Additionally, when the Homeland Security Threat Advisory Level reaches the High Condition (Orange) or Severe Condition (Red), permits will be further restricted or cancelled.

Application Procedures:

Complete an SUP application including detailed answers and additional pages when necessary. Attaching a site diagram depicting the area you are requesting showing the location of all uses, materials and equipment associated with the proposed event helps to speed to approval process.

In compliance with the requirements of the Debt Collection Improvement Act of 1996, the applicant must submit their social security number or Federal tax ID number when filling out the application for permit. Applications submitted without this information will not be processed.

The completed SUP application must be accompanied by an application fee in the form of a check or money order in the amount of \$150.00 made payable to **National Park Service**. Application and administrative charges are non-refundable. Applications submitted without this fee will not be processed.

Application Review:

The park SUP Coordinator, Chief Ranger and Superintendent will review the application to ensure that the requested activity does not conflict with any law, regulation or policy. Further, the requested activity must avoid visitor use conflicts and not create any unacceptable impacts.

The park SUP Coordinator will contact the permittee should additional information or a meeting with the permittee be necessary. The SUP Coordinator will also request that a check or money order be submitted to cover the expenses of the fees, bond and to receive an insurance document.

Fees, Bond and Insurance:

The permittee will be responsible for the following fees, bond and insurance:

1. **Administrative Fee** - The permittee is reimbursing the United States expenses of processing, reviewing, approving or denying the application. Payment of this fee by check or money order payable to the **National Park Service** must be received with the SUP application. The non-refundable application fee is \$150.00.
2. **Use Fee** - The permittee is reimbursing the United States for the use and occupancy of National Park Service lands, waters and resources. This is based on the fair market value of the benefit provided the permittee. Payment of this fee by check or money order payable to the **National Park Service** must be received prior to issuance of the Special Use Permit. The use fee varies and will be determined prior to the SUP issuance.
3. **Management Fee** - The permittee is reimbursing the United States for those expenses it incurs resulting directly from the permitted activity. These expenses include but are not limited to: site preparation, monitoring, visitor and resource protection, traffic control, site cleaning,

and refuse removal. The cost for Park Rangers is a minimum of \$220.00 per ranger assigned for the first four hours or portion thereof with additional hours costing \$50.00 per hour per ranger assigned. Payment of this fee by check or money order payable to the **National Park Service** for anticipated expenses must be received prior to issuance of the SUP. The management fee varies and will be determined prior to the SUP issuance. Unanticipated expenses will be determined at the conclusion of the activity and must be received within three (3) business days.

4. **Performance Bond** - The permittee is required to ensure coverage of any unbudgeted expenses that the United States may incur as a result of the permitted activity. The amount of the bond is determined based on the type of event, duration and number of projected participants. If no unexpected expenses are incurred the bond is returned. Any expenses exceeding the performance bond will be billed to the permittee. These expenses include but are not limited to: monitoring, site cleaning, refuse removal, and repair of damage to lands, waters or facilities. The bond must be by certified check, cashiers check or money order payable to the **National Park Service** must be received prior to issuance of the SUP.
5. **Liability Insurance** - The permittee is required to maintain liability insurance during the event. The amount of insurance shall be in an amount commensurate with the degree of risk and the scope and size of such activities authorized herein, but in any event not less than \$500,000 per person and \$1,000,000 per incident for bodily injury and not less than \$500,000 per occurrence for property damage. **All liability policies must name the United States as a co-insured** and shall specify that the insurance company shall have no right of subrogation against the United States and shall have no recourse against the Government for payment of any premium or assessment. **The policy shall list the permitted activity, dates of occurrence, and the NPS shall be identified as the certificate holder.** A copy of the certificate of insurance indicating that the required insurance is in effect must be received prior to issuance of the SUP.

Permit Procedures:

1. The application and attached documents will be reviewed to ensure the protection of park resources and compliance with policy and regulation. All activities undergo environmental or cultural resource evaluation to comply with the National Environmental Policy Act.
2. When the application is ready for approval the permit will be prepared by the SUP Coordinator and signed by the Superintendent and Chief Ranger. Note: No activity on NPS property may begin until the permit has been approved by the park and signed by the permittee.
3. The SUP Coordinator will contact the permittee. The permit, with conditions and other attachments, will either be mailed to the permittee for signature or available in person at Island Ford Park Operations Building during regular office hours (Monday through Friday between 9:00 AM and 4:00 PM).
4. The permittee shall sign and date the permit after reviewing it for accuracy. Note: No activity on NPS property may begin until the permit has been is returned to the park with fees paid and insurance in effect.
5. The permittee shall return the signed permit to the SUP Coordinator along with the following:
 - A. Use Fee - A check or money order payable to the **National Park Service**.
 - B. Management Fee - A check or money order payable to the **National Park Service**.
 - C. Performance Bond - A certified check, cashiers check or money order payable to the **National Park Service**.
 - D. Liability Insurance - A copy of the certificate of insurance indicating that the required insurance is in effect and **the United States is listed as a co-insured**.
6. Once the permit has been approved the SUP Coordinator will contact the permittee. The permit with either be mailed or be available for the permittee at Island Ford Park Operations Building during regular office hours (Monday through Friday between 8:00 AM and 4:00 PM).

7. The permittee is required to keep a copy of the approved permit with attachments at the assigned area during the duration of the event.

Post Event Follow Up:

1. At the conclusion of a permitted event, the assigned area will be inspected for cleanliness and damage. Any unanticipated management expenses or unbudgeted expenses will be billed to the permittee. Payment of this bill may be made by check or money order payable to the **National Park Service.**
2. Once any outstanding bills have been paid, the Performance Bond shall be returned to the permittee either by Federal Express or certified Mail with return receipt or it will be available for the permittee at Island Ford Park Operations Building during regular office hours (Monday through Friday between 9:00 AM and 4:00 PM).